



## **Policy: Health and Safety in the Workplace**

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### **Policy**

Care of others is foundational to the Special Christian Character of Jireh Christian School (“the School”) and emanates from the commandment of Jesus to love others as we love ourselves. Therefore, it is imperative that the Board ensures there is a safe physical and emotional environment for all students and staff.

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

The Board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the Board’s health and safety policy and School procedures.

### **Procedural Guidelines**

The specific procedures around various health and safety issues are outlined in detail in the School Health and Safety Manual.

The Board delegates to the Principal as officer the responsibility to:

1. Develop and implement health and safety procedures; and
2. Ensure employees have the information and professional development they need in order to comply with the policy and procedures.

The Board will, as far as is reasonably practicable (taking into account and weighing up all relevant matters) comply with the provisions of legislation dealing with health and safety in the workplace by:

1. Providing a safe physical, emotional and spiritual learning environment where the dignity of all is upheld;
2. Ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the School community;
3. Having effective measures in place to consult with and report to the Proprietor on health and safety matters pertaining to the School’s special character including:
  - 3.1. its right to live and teach the values of Jesus Christ as expressed in the Scriptures and in the practices, worship and doctrine of the Evangelical Christian Church, as determined from time to time by the Proprietor;
  - 3.2. how the Board and Principal effectively manage and monitor the work of any health centre or health professional who are employed or who come on site;
  - 3.3. Matters regarding religious instruction in keeping with the integration agreement and when students and parents have differing religious affiliation from that of the School;
  - 3.4. the relationships between staff members, and their colleagues, their students and the School community.
4. Advising the Proprietor of health and safety risks requiring major capital works;
5. Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards;
6. Ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents; and
7. Having a commitment to a culture of continuous improvement.



The Principal, as officer, has responsibility for implementing this policy and therefore must:

1. Exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations:
  - 1.1. know about work health and safety matters and keep up to date;
  - 1.2. gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations;
  - 1.3. ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks;
  - 1.4. ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information; and
  - 1.5. ensure there are processes for complying with any duty and that these are implemented;
  - 1.6. verify that these resources and processes are in place and being used;
2. Take all reasonable steps to protect students, staff and visitors to the School from unsafe or unhealthy conditions or practices including during capital works projects or when awaiting the Proprietor's action on remedial capital;
3. Advise the Proprietor and Board if there are any serious health and safety issues;
4. Ensure the staff code of conduct is implemented effectively;
5. Ensure there is zero tolerance for unacceptable behaviour, such as bullying, and that there are effective processes in place;
6. Provide a smoke and alcohol-free environment;
7. Ensure a risk analysis management system (RAMS) is in place and carried out for all EOTC activities;
8. Seek Board approval for overnight stays/camps/visits attesting first to their compliance with above;
9. Consult with the community every 2 years regarding the health programme being delivered to students;
10. Provide information and training opportunities to employees;
11. Advise the Presiding Member of any emergency situations as soon as possible;
12. Ensure all employees and other workers at the school will take reasonable care to:
  - 12.1. cooperate with School health and safety procedures;
  - 12.2. comply with the health and safety legislation and duties of workers;
  - 12.3. ensure their own safety at work; and
  - 12.4. promote and contribute to a safety-conscious culture at the School

## **Legislative Compliance**

Health and Safety at Work Act 2015

Children's Act 2014

Education and Training Act 2020



## Review schedule: Triennially

**ADOPTED BY BOARD**

Date 12<sup>th</sup> September 2017      Chairperson **R Thornton (Acting)**

Reviewed Date	14 <sup>th</sup> November 2017	Chairperson <b>R Thornton</b>
Reviewed Date	23 <sup>rd</sup> June 2020	Chairperson <b>M Causley</b>
Reviewed Date	24 <sup>th</sup> March 2024	Presiding Member <b>A Coombridge</b>